IPSA
Independent Parliamentary
Standards Authority

Minute

Minutes of a meeting of IPSA's Board

Wednesday 9 May 2018

Present: Ruth Evans, Chairman

          Sir Robert Owen

          Rt. Hon Jennifer Willott

          William Lifford

          Jackie Smith

In attendance: Marcial Boo, Chief Executive

           Alastair Bridges, Director of Corporate Services

           Vicky Fox, Director of MP Support Services

           John Sills, Director of Regulation

           Head of Policy and Assurance

           Head of Communications

           Senior Executive Assistant and Board Secretary (Minutes)

           Public Engagement Manager (Item 3 only)

Apologies: None

Status: Submitted for approval at the meeting of the Board on 27 June 2018

Publication: Approved for publication

1. **Welcome and Declarations of Interest**

1.1   The Chair opened the meeting and welcomed those attending, inviting the Board and members of staff to declare any interests not previously recorded. No declarations were forthcoming.

2. **Minutes of previous meetings and matters arising**

Minutes

2.1   The minutes of the meeting of the Board held on 21 March were approved as a correct record, subject to one minor amendment to an action recorded.

Actions arising from the previous meeting

2.2   The Board noted that IPSA's Strategy, now approved, would be published after the conclusion of May's local elections, in line with IPSA's policy not to publish significant documents during election campaigns.

3. **Public Engagement**

3.1   IPSA's Public Engagement manager presented a paper suggesting that IPSA host a Regulator Conference in autumn/winter 2018 for devolved administrations and overseas parliaments. The event would aim to share good practice and show how an independent regulator can enhance confidence in democracy and parliamentary accountability and to learn from good practice in other countries.

3.2   The Board were grateful for the proposal, and agreed that the event could be an effective way of engaging stakeholders. Before approving such an event, the Board agreed receive IPSA's stakeholder engagement strategy so that they might better understand the conference's role within the overall strategy.

3.3   The Board agreed that they would receive the stakeholder engagement strategy at their meeting in July.

4. **Consultation on IPSA's Publication Policy**

4.1   At their meeting of 21 March the Board approved for consultation two minor amendments to IPSA's publication policy. IPSA's Head of Policy therefore asked that

they subsequently agree the draft consultation paper on IPSA's publication policy, ahead of its planned publication on 10 May.

4.2 The Board approved the consultation document without amendment, thanking the Head of Policy for her thorough work.

5. Compliance Officer's report

5.1 The Board received an update from the Compliance Office about ongoing work without comment, noting only that recruitment of a new Compliance Officer for IPSA was underway, following the resignation of the previous incumbent.

5.2 Separately, the Board agreed that further clarity was required in relation to the role of the Compliance Officer, and the post holder's relationship with IPSA. Sir Robert Owen noted that now would be a prudent time to seek legal advice as to whether the Compliance Officer is accountable to IPSA with regard to the manner in which he conducts an investigation; and whether IPSA has any supervisory power in relation to the Compliance Officer's investigations.

5.3. The Board agreed that clarity on these points should be sought so as to inform the Board's relationship with the next Compliance Officer.

6. IPSA's Directorates

6.1 The Chief Executive presented to the Board various options for IPSA's future structure following the planned retirement of IPSA's Director of Regulation later in 2018.

6.2 The Board and the Chief Executive were in favour of continuing to operate with three Directorates in order to ensure IPSA was sufficiently resourced at a senior level at all times and to ensure that the organisation could cope with unexpected absences. The Board agreed that the structure of those Directorates was an operational matter for the consideration of the Chief Executive, but thanked him for outlining the various options under consideration and noting their feedback.

6.3 The Board considered that, alongside this work, IPSA's Head of HR should conduct a thorough review of the Executive team's remuneration. This would ensure that future Director recruitment is advertised the appropriate rate, and that existing staff are remunerated appropriately for their roles.

7. CEO report

7.1   The Chief Executive presented to the Board his regular report on IPSA's work. In introducing the report, the Chief Executive informed the Board that work on IPSA's improvement and General Data Protection Regulation (GDPR) programmes remained priorities.

7.2   The Board noted that an audit report on IPSA's work to ensure Compliance with GDPR would be considered by the Audit and Risk Assurance Committee on 26 June.

7.3   The Board noted the CEO's report and the work that staff were doing on GDPR compliance and elsewhere.

8. IPSA Online highlight report

8.1   The Board agreed that good progress was being made. They noted that IPSA would shortly communicate to MPs our plans for the period within which IPSA will move from one system to another with MPs and their staff. The Board remained confident that the new system would be ready to launch.

9. Financial Management Accounts

9.1   The Board received the financial management accounts for March. They noted that there had been little change since February's accounts, and that IPSA was projected to achieve an underspend, arising mainly from lower spend than budgeted on the unexpected General Election of June 2017.

10. The Board's Programme of Work

10.1   The Chair noted that external speakers would be confirmed for future meetings of the IPSA Board. The Board approved the proposed programme.

11. AOB

11.1   No further items were raised. The Chair thanked the Board and Executive for their attendance, bringing proceedings to a close.

Meeting closed